

NOTE: If any date listed below falls on a weekend day, then the deadline date is moved to the Friday before.

July 31

All **Performance** Awards completed in NAAS

- DPA - Distinguished Performance Awards
 - APA - Accomplished Performance Awards
 - SPA - Successful Performance Awards
 - TOPA - Time-Off Performance Awards
-

August 15

All **other cash** awards completed in NAAS

- SSA – Special Service Award
 - OTS – On-the-Spot Award
 - \$GAA – Group Achievement Award (monetary)
-

September 15

All Organization Awards Ceremonies (OAC) **completed for the FY**

NOTE: All FY09 awards funds must be used in FY09; requests for OAC's after October 1 will **not** be approved by OHC or CFO.

August 11

All **Requests** for OAC's due to Awards Office (check with Awards Office to ensure you have current version of request form)

August 15
(HARD
DEADLINE)

All requests for **Agency and Center** Honor Award Certificate **REPRINTS** (due to spelling or other errors) due to Awards Office.

Note: ADDITIONS to Agency Honor Award groups will NOT be accepted.